

New Hampshire Wing  
Civil Air Patrol  
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CAPR 173-1  
04 January 2016

**FINANCIAL MANAGEMENT PROCEDURE #4: Aircraft and Vehicle FM Maintenance Management**

1. AIRCRAFT MAINTENANCE MANAGEMENT: All aircraft maintenance is part of the National Consolidated Maintenance Program (CMP). Therefore, no unreimbursed maintenance expenses will be incurred by New Hampshire Wing. Pilots will contact the wing maintenance officer (for CON, LEB, LCI contact Capt Greg Roberts 494-9798. For ASH, PSM contact Capt Ed Marks 860-7277) if repairs are required at a non CMP location.

2. VEHICLE MAINTENANCE MANAGEMENT: For all maintenance, routine and major, units will contact the wing transportation officer (Capt. Jeffrey Adams at (802) 738-8641 or LtCol Mead Herrick 491-7165) for vehicle repair authorization. An estimate is needed for all repairs, except in an emergency.

3. AIRCRAFT FUEL CREDIT CARD PROCEDURES: Each aircraft binder has fuel credit cards available for use during CAP authorized missions. **Within 48 hours, all aircraft fuel receipts will be uploaded in WMIRS as a PDF file.** If the receipt cannot be uploaded in WMIRS, it will be scanned immediately to NHW/DO for submission to WMIRS on pilot's behalf.

The standard NH Wing aircraft fueling policy is to be used at the FBO's where NHW charges have been established:

- ASH Nashua Jet on account
- PSM Port City on account
- CON Concord Aviation – Phillips 66/AV Card credit card
- LCI Sky Bright – Phillips 66 / AVCard credit card (Worldfuel)
- LEB Granite Air– Phillips 66 / AVCard credit card (Worldfuel)

The credit cards will be utilized only in the aircraft to which they are assigned. (A/C tail printed on each Phillips 66 credit card).

4. VEHICLE FUEL CREDIT CARD PROCEDURES: Each vehicle binder has fuel credit cards available for ONLY CAP SAR & DR authorized missions. The GTL is responsible for annotating on the fuel receipt the vehicle number, date, fuel quantity, price per gallon, total amount of purchase, mission number, sortie number(s) and purchaser's signature and then uploading the annotated receipt as a PDF file to WMIRS. If the receipt cannot be uploaded in WMIRS, it will be sent immediately to the Incident Commander by scanning and email or mail. A copy of the receipt must also be scanned to the New Hampshire Wing Headquarters within ten days. Fuel for non-mission activities will be paid with a squadron credit card.

5. If a CAP member must use their own personal credit card to purchase fuel or pay for repairs, the member is responsible for annotating on the receipt the aircraft or vehicle number, date, fuel quantity, price per gallon/itemized repairs, total amount of purchase, mission number, sortie number(s) and purchaser's signature then uploading the annotated receipt as a PDF file in WMIRS. Attach the receipt to a NHWF 173 "Request Check from NH WING" and submit to NHW/FM or WA for payment. The NHWF 173 will be used to cross-reference the associated CAPF 108 and reimburse the member when the wing receives reimbursement from NHQ.

6. Personal use of the NH Wing fuel credit card is strictly prohibited. The intent to reimburse the wing is not justification to use the NH Wing credit cards for personal purchases.



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Commander

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